

**GOVERNMENT OF  
THE VIRGIN ISLANDS OF THE UNITED STATES**

**Request for Proposal – Negotiation  
Professional Services**

To: .....

Date: March 29, 2019

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RFP No. 014-T-2019 (P)

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Pursuant to 31 V.I.C. 239 (a) (4) and Rules and Regulations thereunder issued, the Government of the Virgin Islands, herein after referred to as GVI, Department of Property and Procurement will receive proposals for the work described below. Proposals will be received no later than **Tuesday, April 23, 2019 @ 4:00 o'clock p.m.** Atlantic Standard Time.

**DESCRIPTION OF WORK:**

Provide Emergency Territorial and Federal Roadside Clearance on the islands of St. Thomas, St. John and Water Island, U.S. Virgin Islands.

**SCOPE OF WORK: See Attached**

## **NEGOTIATED PROCEDURES:**

The Commissioner of the Department of Property and Procurement will appoint a Selection Committee to assist in the evaluation and selection of the Contractor. Accordingly, current data on qualifications and performance should be submitted with proposals. After reviewing the qualifications and proposals the Committee will select for discussions from the contractor/s or firm/s considered not less than three (3), in order of preference, **deemed to be most highly qualified to provide the services herein required.**

## **FACTORS FOR DISCUSSIONS**

Selection criteria will include **(i)** Professional qualification, registration and general reputation of the contractor or firm; **(ii)** the extent to which the contractor or firm specializes in or has provided services of a scope similar to the hereunder; **(iii)** familiarity with the location (s) in which the service will be performed; **(iv)** capability of meeting project schedules.

## **NEGOTIATION:**

The Selection Committee shall recommend to the Commissioner **the highest qualified firm or person with whom a contract shall be negotiated.** The Commissioner, with the assistance of the Selection Committee, shall attempt to negotiate a contract with such contractor or firm.

Should the Commissioner be unable to negotiate a satisfactory contract with the contractor or firm considered to be the most qualified, at a price he determines to be fair and reasonable to the Government, negotiations with that contractor or firm will be formally terminated. Negotiations will then commence with the second most qualified, the third most qualified or additional contractors or firms, in order of preference, and shall continue until an agreement is reached.

Anthony D. Thomas  
Commissioner Designee  
Property and Procurement

## INSTRUCTION TO PROPOSERS

### A. NOTICE

#### **RFP-014-T-2019 (P) Provide Emergency Territorial and Federal Roadside Clearance on the islands of St. Thomas, St. John and Water Island, U.S. Virgin Islands**

Information provided in the scope of work is to be used only for purposes of preparing a proposal. It is further expected that each bidder will read the scope of work thoroughly, for failure to meet certain specified conditions may invalidate the proposal.

The Government of the Virgin Islands, herein after referred to as GVI, reserves the right to reject any or all proposals or any portion thereof and to accept the proposal deemed most advantageous to GVI.

Applicants are requested to submit proposals on the basis of the scope of work. Any exceptions to the requirements requested herein must be clearly noted in writing and be included as part of the proposal.

The information contained herein is believed to be accurate but is not to be considered in any way as a warranty. Request for additional information clarifying the Scope of Work should be directed in writing to **Deputy Commissioner of Procurement, Mrs. Lisa M. Alejandro** at [lisa.alejandro@dpp.vi.gov](mailto:lisa.alejandro@dpp.vi.gov).

### B. STATEMENT OF PURPOSE

To assist the Government of the Virgin Islands in meeting the requirement for the following service: **RFP-014-T-2019 (P) Provide Emergency Territorial and Federal Roadside Clearance on the islands of St. Thomas, St. John and Water Island, U.S. Virgin Islands.**

### C. PROPOSE SCOPE OF WORK

See Attached.

### D. TIMETABLE

1. **Mandatory Pre-Proposal Conference: Tuesday, April 9, 2019 at 11:00 a.m.**  
at the Department of Property and Procurement Conference Room, 8201  
Subbase - 3<sup>rd</sup> Floor, St. Thomas, Virgin Islands.

2. Last day for request for written clarification will be **Thursday, April 11, 2019 @ 12:00 noon** Atlantic Standard Time.
3. Proposals will be accepted at Department of Property & Procurement, no later than **Tuesday, April 23, 2019 @ 4:00 p. m.** Atlantic Standard Time.

#### **E. SUBMISSION OF PROPOSAL**

All interested parties shall submit *one* (1) original and *four* (4) copy sets of proposals, which are to be delivered to the Department of Property and Procurement no later than **Tuesday, April 23, 2019 @ 4:00 p. m.** Atlantic Standard Time.

They shall be addressed to:

Anthony D. Thomas  
Commissioner Designee  
Property & Procurement  
8201 Subbase, 3rd Floor  
St. Thomas, Virgin Islands 00802

**THE SEALED ENVELOPE CONTAINING THE PROPOSAL MUST HAVE THE FOLLOWING INFORMATION WRITTEN ON THE OUTSIDE OF THE ENVELOPE OR PACKAGE:**

SEALED PROPOSALS-DO NOT OPEN

**RFP-014-T-2019 (P)**

(Name of Bidder)

(Mailing Address of Bidder)

(Telephone Number of Bidder)

(Fax Number of Bidder)

Where proposals are sent by mail, the bidder shall be responsible for their delivery to Department of Property & Procurement before the date and time set for the closing of acceptance of proposals.

#### **F. WITHDRAWALS OF PROPOSAL**

A proposal may be withdrawn at any time prior to the time specified as the closing time for acceptance of proposals. However, no proposal shall be withdrawn or canceled for a period of thirty (30) days after said closing time for acceptance of proposals nor shall the successful provider withdraw, cancel or

modify the proposal, except at the request of GVI after having been notified that said proposal has been accepted by GVI

#### **G. INTERPRETATION OF SPECIFICATIONS**

If any person contemplating submitting a proposal requires clarification of any part of the scope of work, he/she may submit to the GVI a written request for an interpretation thereof to the **Deputy Commissioner of Procurement, Mrs. Lisa M. Alejandro**. GVI will not respond to questions received after the above established date. Oral explanations will not be binding.

#### **H. CONSIDERATION OF PROPOSAL**

The Commissioner of Property and Procurement shall represent and act for GVI in all matters pertaining to the scope of work and contract in conjunction therewith. **This RFP does not commit GVI to the award of a contract, nor pay of any cost incurred in the preparation and submission of proposals in anticipation of a contract. GVI reserves the right to reject any or all proposals and to disregard any informality and/or irregularity in the proposal when, in its opinion, the best interest of GVI will be served by such action.** Proposals failing to provide some of the items in the scope of work shall not be rejected per se but any deviations from the scope must be clearly noted.

#### **I. ACCEPTANCE OF PROPOSALS**

GVI will notify in writing acceptance of one of the proposals. Failure to provide any supplementary documentation to comply with the respondent's proposal may be grounds for disqualification.

#### **J. CONTENTS OF PROPOSAL**

The following is a list of information to be included in the written proposal. Failure to comply with all the requirements as outlined below, **will** disqualify the applicant and the proposal will be deemed non-responsive.

1. Organization:
  - a. Provide a listing of staff available for the project.
  - b. Current Virgin Islands Business License that will be accepted for this project only:
    1. Equipment Rental
    2. Landscaping, Gardening & Maintenance Service
    3. Garbage Removal
    4. Trucking, Transportation & Delivery

- c. Current trade name registration certificate (Sole Proprietors), if applicable.
  - d. Certificate of Good Standing dated July 1, 2018 or later.
  - e. Articles of Incorporation (for Corporations) or Articles of Organization (LLCs) or qualification (Limited Partnerships), if applicable.
2. Provide listing of Sub-contractors that will be retained for this project and percentage of work to be sub-contracted.

**NOTE: A company or individual cannot submit a bid proposal and at the same time be listed as a subcontractor on another company's proposal for the same project.**

3. Project experience:
- a. Provide a listing of projects performed within the last three (3) years. Include a brief description of the work performed and cost of each project.
  - b. Provide a listing of projects currently being performed. Include a brief description of the project and percentage completed.
4. Equipment Listing
5. Certificate of Government Insurance (Workmen's Compensation), Comprehensive General Liability Insurance against bodily injury with limits of \$100,000.00 and against property damage with limits of \$100,000.00, the cost of which shall be borne by the Contractor and maintained fully during the term of the contract.

#### **K. CONFLICT OF INTEREST**

A proposer filing a proposal hereby certifies that no officer, agent or employee of GVI has a pecuniary interest in this proposal or has participated in contract negotiations on behalf of GVI; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other Bidder for the same request for proposals; the Bidder is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.